

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
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November 13, 1997

EMS Transmission

Information Bulletin No. HR-98-020

To: All BC, HR, NI, RS, SNPIT Employees

From: Director, National Human Resources Management Center

Subject: Sixth Annual Diversity Awareness Training Program in
Commemoration of Dr. Martin Luther King Jr.'s Birthday

DD: 12/15/97

All federal employees are invited to attend the annual awareness training program in commemoration of Dr. Martin Luther King Jr.'s birthday. This year's program is sponsored in partnership with the Denver Federal Executive Board (DFEB) EEO Committee and the City and County of Denver Human Rights and Community Relations Office. The theme is "Call to Action: Community Service."

The program will be held on **Friday, January 16, 1998**, at the Hyatt Regency Denver Tech Center, 7800 East Tufts Avenue, from 7:00 to 11:30 a.m. The registration fee is **\$12** which includes the breakfast and training program. All registrations must be accompanied by a personal check or money order (payable to the DFEB/MLK, Jr.). There will be a \$20 charge for all checks returned due to insufficient funds. Registration forms must be received **no later than December 15, 1997**. There will be open seating this year with no reserved tables and seating is limited.

Your attendance at this event is encouraged; however, employees who plan to attend must obtain prior approval from their immediate supervisor for the time off to attend (considered time worked). Receipts for the registration fee will be issued to participants on the day of the program. Employees can request reimbursement from the imprest fund by submitting Form SF-1164, Reimbursement for Expenditures, and attaching the receipt. The training will be paid out

of your Center's training funds. Employees will not be reimbursed for attending the breakfast only.

The hotel is wheelchair accessible and interpreter services will be provided upon request.

If you would like to attend, please fill out the attached registration form and submit the \$12 fee to JoAnne Zimmerman, DFEB, 6760 East Irvington Place, Denver, Colorado 80279-8000, by **December 15, 1997**. If you have any questions, please contact Sandy Romero, Registration Chair at 236-6468.

Signed By:
Linda Sedbrook
Director, NHRMC

Authenticated By:
Cheryl Gettman
EEO Assistant

1 Attachment
1 - Registration Form (1 p)

Distribution
NI-100, Reading File
RS-150A, BLM Library
HR-200
HR-230
WO-710, LS, Room 302

Registration Form

for

"Call to Action: Community Service"

6th Annual Diversity Awareness Training Program
in Commemoration of
Dr. Martin Luther King, Jr.'s Birthday

Date: January 16, 1998
Time: 7:00 - 11:30 a.m.
Place: Hyatt Regency Denver Tech Center
7800 East Tufts Avenue
Directions: If approaching from I-25, Exit 199
If approaching from I-225, Exit 2
Registration Fee: \$12.00

Mail registration form and fee to:

Denver Federal Executive Board
6760 East Irvington Place
Denver, CO 80279-8000

We will accept checks or money orders made payable to "DFEB/MLK Jr." Receipts will be provided the day of the program. There will be a **\$20.00** charge for all checks returned due to insufficient funds.

REGISTRATION DEADLINE: Monday, December 15, 1997. All registration forms must be postmarked by this date and no refunds will be given after this date. Please address questions to Sandy Romero, Registration Chair, at 236-6468.

An All American Breakfast will be served, including: scrambled eggs, bacon, breakfast potatoes, sweet rolls, coffee, tea, and orange juice.

Name: _____

Agency: _____

Phone: _____

If you desire special accommodations please indicate: _____
